

NOTICE: TEMPORARY POOL CLOSURE

Date: [Current Date]

To: All Residents and Guests

Please be advised that the swimming pool will be temporarily closed for scheduled maintenance and repairs.

Closure Start Date: [Start Date]

Closure Start Time: [Start Time]

Expected Reopening Date: [Reopening Date]

The scope of work includes:

- [Item 1: e.g., Deep cleaning and chemical balancing]
- [Item 2: e.g., Tile repair]
- [Item 3: e.g., Pump system inspection]

For your safety, please do not enter the pool area while maintenance is in progress. We apologize for any inconvenience this may cause and appreciate your patience as we work to improve our facilities.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Title]

[Property Management/Building Name]